

Grants for Arts Projects Application

Learning in the Arts for Children and Youth

Application Checklist

OMB No. 3135-0112
Expires 11/30/2010

For your application to be considered complete, the following items must be received by Grants.gov no later than 11:59 p.m., Eastern Time, on June 9, 2008. Applications that are determined to be incomplete will be returned. Please complete the checklist below to make sure that you submit all required material. This is solely for your own use. Do NOT include this checklist in your submission to Grants.gov.

- ☐ 1. Application for Federal Domestic Assistance/Short Organizational Form (SF-424)
- ☐ 2. NEA Supplemental Information Form
- ☐ 3. NEA Organization & Project Profile Form
- ☐ 4. Attachments Form TO WHICH YOU HAVE ATTACHED:
 - ☐ 1. Organizational Background statement
 - ☐ 2. Details of the Project narrative
 - ☐ 3. Biographies of key project personnel
 - ☐ If your project involves highly technical professionals, **resumes**
 - ☐ For a parent organization that applies on behalf of an eligible component, a **list of key staff** of the component unit, describing any overlaps in staffing with the parent organization
 - ☐ 4. Project Budget Form (Pages 1 and 2)
 - ☐ 5. Separate project budget (OPTIONAL)
 - ☐ 6. Financial Information Form
 - ☐ 7. If your application is for a consortium project, the **Consortium Partner Information Form** for your one primary partner
 - ☐ 8. Organizational Activities for the past 3 years
 - ☐ 9. Statements of support for your project (maximum of 5)
 - ☐ 10. Work Sample Index
 - ☐ 11. If you are a single school that is applying as the local education agency (school district), **documentation** that assigns your organization the authority to operate as the local education agency.

IN ADDITION, after you have submitted the above application material electronically through Grants.gov, you must mail the following directly to the Arts Endowment. These items must be postmarked no later than June 10, 2008.

- ☐ 1. Submission Confirmation from Grants.gov that includes your Grants.gov Tracking Number
- ☐ 2. Work samples (two copies)

Send these items to:

Learning in the Arts
_____ (Discipline/Field of your project that you selected on your application form)
Room 703
National Endowment for the Arts
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001

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